



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
February 22, 2011
MINUTES

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Jeff Nieland, Brian Tungate, Ken Popelka,
Pamela Captain, Corey Gordon, Mark Radtke, Jim Julius, Vince Maas

Absent: Bill Basler, Tim Jacobson, Sue Nett

Approval of Minutes – Motion to approve minutes as amended from the January 28, 2010 meeting made by A. Alix second P. Captain.

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – no updated information
2. **Safety Policy Violations** – Continued discussion regarding stepped disciplinary actions for employees who violate safety policy intentionally or by negligence. Committee agreed that discipline should remain as is. Subject shall be revisited in 6 months to determine if any issues arise.
3. Specific Stations for March 29, 2011 Lifting Training- T. Drew requested final approval for lifting training as below;
 - Castings/manhole covers
 - Dumpsters
 - Bulky items (chairs, appliances, portable steps)
 - 5 gallon pails or heavy bags

B. New Business

1. **Monthly Safety Topic** – “Don’t get burned while trying to keep warm” regarding portable heater use was distributed and discussed.
2. **Injury Review** – 4 injuries were discussed as follows:
 - Employee suffered cut to left index finger while cutting a template for a temporary sign. Individual was using a razor knife and cutting toward the hand. Review: Do not cut toward any body part and wear gloves. No medical attention or loss time.
 - Employee cited an asbestos exposure after entering and crawling through a steam tunnel at the Memorial Building. Suspect asbestos containing insulation debris was on the floor of the tunnel which was the source of the exposure. Employee was sent to Occupational Health for a baseline pulmonary function test. Area was immediately ordered sealed by T. Drew – Danger signs were posted. Tunnel

entrance is in an unoccupied area. Review: Issue was avoidable as the area was cited in the City of Menasha Asbestos Survey conducted in 2008. A standing policy is also that areas such as this one which was clearly defined in the survey be assessed prior to any activity which may disturb asbestos containing materials. Policy was also cited in the annual asbestos awareness training provided to all DPW. Parks, IT, third floor, engineering and custodial employees. Employee sent for pulmonary function test, no loss time.

- Employee cited carpal tunnel pain due to repetitive tasks. Issue will be reviewed by CVMIC, employee also has another job which may have contributed. Review: In addition T. Drew recommended that employees conducted daily carpal tunnel stretches.
 - Employee cited numbness in the left leg due to riding in an awkward position on the automated recycling truck. Issue previously cited on an injury report 4-6 months ago. J. Nieland stated that a block has been made to attempt to try to relieve the strain on the leg. Success of this will be addressed following his next rotation on the truck. Review: Design issue.
3. Asbestos Policy and Procedure – T. Drew cited that the above cited exposure related to asbestos was completely avoidable and the circumstance was in direct violation to the standing policy and was clearly identified in the Menasha Buildings Asbestos Survey. T. Drew reinforced that fact that the survey must be completed for any activities which could disturb, and that all materials are to be assumed unless sampled to prove negative.
 4. **Other new items** – no additional items raised for discussion.

C. Training

1. **Status of Computer Trainings** – T. Drew stated that when reviewing the completion of computer based trainings at DPW / Parks that only 7 employees had completed the training modules which had be available for 6+ months and reinforced monthly at this Safety Committee Meeting. A request was made to have all employees who have not completed the training modules complete them prior to the next meeting in March.
2. **DPW/ Parks Lifting Training** – Committee agreed to training times of 8:00am – 10:00am and 10:00am to 12:00pm or as close to those times as possible.
3. **Items on the 2011 work plan** – T. Drew discussed date proposed for excavation class room and hands on and requested response to B. Rank CVMIC to confirm.
4. **Excavation Competent Person** – T. Drew provided J. Nieland with confirmations of registration for 10 DPW employees for the session in May. M. Radtke expressed some hesitation at sending 10 as this would result in ~40 hours of overtime. J. Nieland will confirm with T. Jacobson. T. Drew requested to be informed as soon as possible so that he could update registrations with CVMIC to open spots for other members.
5. **Other training suggestions**- No other items

D. Adjourn: Motion M. Radtke second J. Julius Meeting adjourned at 10:15am